



**City of Bloomington**  
**Environmental Commission**

The mission of the Environmental Commission is to promote the stewardship and preservation of the city's environment and natural resources by seeking out and responding to emerging issues, addressing them with sound long-term policy recommendations, and increasing local environmental awareness and engagement.

# **ENVIRONMENTAL COMMISSION NOTICE and REGULAR SESSION AGENDA**

January 15, 2026, 6:00 PM  
Hooker Meeting Room #245  
City Hall, 401 N Morton Street Bloomington, IN 47404  
Hybrid Meeting

Join Zoom Meeting here:

<https://bloomington.zoom.us/j/8657231124?pwd=mPqboSiD0AhVwKSgkuW2a07NHixih0.1&omn=81563021562>

Meeting ID: 865 723 1124

Passcode: COBPT

or on Community Access Television Service (CATS): <https://catstv.net/government.php>. Auxiliary aids are available upon request with adequate notice.

## **Environmental Commission Members**

**Carrie Albright, Chair**

Appointed by Mayor

Term: February 1, 2024 to January 31, 2026

**Heidi Brown**

Appointed by Mayor

Term: February 1, 2025 to January 31, 2027

**Nadia Cain**

Appointed by Common Council

Term: February 1, 2024 to January 31, 2026

**Matt Caldie, Vice Chair & Treasurer**

Appointed by Mayor

Term: February 1, 2025 to January 31, 2027

**Norman Crampton**

Appointed by Mayor

Term: February 1, 2025 to January 31, 2027

**Adam Fudickar**

Appointed by Common Council

Term: February 1, 2025 to January 31, 2027

**Shannon Gayk**

Appointed by Common Council

Term: February 1, 2024 to January 31, 2026

**Adam Martinez, Secretary**

Appointed by Common Council

Term: February 1, 2025 to January 31, 2027

**Mitchell Owens**

Appointed by Common Council

Term: February 1, 2024 to January 31, 2026

**David Parkhurst**

Appointed by Mayor

Term: February 1, 2024 to January 31, 2026

**Vacancies: 2**

1. Call to order and quorum confirmation:

2. Introductions and Roll Call

	<u>In Person</u>	<u>Absent</u>	<u>Zoom</u>
Carrie Albright			
Heidi Brown			
Nadia Cain			
Matt Caldie			
Norman Crampton			
Adam Fudickar			
Shannon Gayk			
Adam Martinez			
Mitchell Owens			
David Parkhurst			
City Liaison, Rachael Johnson			

3. Approval of December 18, 2025 minutes\*

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Carrie Albright			
Heidi Brown			
Nadia Cain			
Matt Caldie			
Norman Crampton			
Adam Fudickar			
Shannon Gayk			
Adam Martinez			
Mitchell Owens			
David Parkhurst			

4. New Business

- a. Title 20 Unified Development Ordinance Housing Affordability Amendments & Environmental Amendments (Jamie Kreindler)
- b. Handbook Update\* (Rachael Johnson)

5. Old Business

- a. Commission Residency Requirement\* (Carrie Albright)
- b. Tree Commission Seat\* (David Parkhurst, Carrie Albright)
- c. Working group updates
  - i. Biodiversity
  - ii. Eco-Heroes
  - iii. ECPC

- iv. Light Pollution
- v. Outreach & Education
- vi. Special Projects
- vii. Water Quality

6. Public comment  
Limit 5 minutes per person, 20 minutes total

7. Staff Update

- a. Waste Reduction District of Monroe County 2026 Community Grants
- b. 2026 Monroe County Master Gardener Garden Fair

8. Reports from:

- a. Tree Commission (TC)
- b. Environmental Resource Advisory Council (ERAC)
- c. Friends of Lake Monroe (FOLM)
- d. Bloomington Commission on Sustainability (BCOS)
- e. Monroe County – Identify and Reduce Invasive Species (MC-IRIS)
- f. Clean Community Program

9. Commissioner announcements

## 10. Upcoming Meeting

- a. February 19, 2026, 6:00 pm, Hooker Room, Zoom, and CATS

## 11. Adjournment

*\* Item to be voted on*

The views expressed here are solely those of the Environmental Commission as approved in their public meetings, and do not necessarily reflect the views, policies, or positions of the City of Bloomington. Only the Office of the Mayor has the authority to issue policy statements on behalf of the Executive Branch of the City of Bloomington.

The City is committed to providing equal access to information. However, despite our efforts, at times, portions of our board and commission packets are not accessible for some individuals.

If you encounter difficulties accessing material in this packet, please contact Melissa Hirtzel at [hirtzelm@bloomington.in.gov](mailto:hirtzelm@bloomington.in.gov) and provide your name, contact information, and a link to or description of the document or web page you are having problems with.

As a quorum of the Commission or its committees may be present, this gathering constitutes a meeting under the Indiana Open Door Law (I.C. § 5-14-1.5). For that reason, this statement provides notice that this meeting will occur and is open for the public to attend, observe, and record what transpires.

The City offers virtual options, including CATS public access television (live and tape delayed) found at <https://catstv.net/>. Working group meetings may be found at <https://bton.in/ECWGreco>.

Commission appointments may serve up to 90 days after a term has expired.



**City of Bloomington  
Environmental Commission**

The mission of the Environmental Commission is to promote the stewardship and preservation of the city's environment and natural resources by seeking out and responding to emerging issues, addressing them with sound long-term policy recommendations, and increasing local environmental awareness and engagement.

# **ENVIRONMENTAL COMMISSION NOTICE and REGULAR SESSION MINUTES**

December 18, 2025, 6:00 PM

Hooker Meeting Room #245

City Hall, 401 N Morton Street Bloomington, IN 47404

Hybrid Meeting

Join Zoom Meeting here:

[https://bloomington.zoom.us/j/8657231124?](https://bloomington.zoom.us/j/8657231124?pwd=mPqboSiD0AhVwKSgkuW2aO7NHixihO.1&omn=81563021562)

[pwd=mPqboSiD0AhVwKSgkuW2aO7NHixihO.1&omn=81563021562](https://bloomington.zoom.us/j/8657231124?pwd=mPqboSiD0AhVwKSgkuW2aO7NHixihO.1&omn=81563021562)

Meeting ID: 865 723 1124

Passcode: COBPT

or on Community Access Television Service (CATS): <https://catstv.net/government.php>.

Auxiliary aids are available upon request with adequate notice.

## **Environmental Commission Members**

Carrie Albright, Chair

Appointed by Mayor

Term: February 1, 2024 to January 31, 2026

Heidi Brown

Appointed by Mayor

Term: February 1, 2025 to January 31, 2027

Nadia Cain

Appointed by Common Council

Term: February 1, 2024 to January 31, 2026

Matt Caldie, Vice Chair & Treasurer

Appointed by Mayor

Term: February 1, 2025 to January 31, 2027

Norman Crampton

Appointed by Mayor

Term: February 1, 2025 to January 31, 2027

Adam Fudickar

Appointed by Common Council

Term: February 1, 2025 to January 31, 2027

Shannon Gayk

Appointed by Common Council

Term: February 1, 2024 to January 31, 2026

Adam Martinez, Secretary

Appointed by Common Council

Term: February 1, 2025 to January 31, 2027

Mitchell Owens

Appointed by Common Council

Term: February 1, 2024 to January 31, 2026

David Parkhurst

Appointed by Mayor

Term: February 1, 2024 to January 31, 2026

Vacancies: 2

1. Call to order and quorum confirmation:

2. Introductions and Roll Call

	<u>In Person</u>	<u>Absent</u>	<u>Zoom</u>
Carrie Albright	X		
Heidi Brown	X		
Nadia Cain		X	
Matt Caldie	X		
Norman Crampton		X	
Adam Fudickar	X		
Shannon Gayk	X		
Adam Martinez	X		
Mitchell Owens		X	
David Parkhurst	X		
City Liaison, Rachael Johnson	X		

3. Approval of November 20, 2025 minutes\*

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Carrie Albright	X		
Heidi Brown			
Nadia Cain	X		
Matt Caldie	X		
Norman Crampton			
Adam Fudickar	X		
Shannon Gayk	X		
Adam Martinez	X		
Mitchell Owens			
David Parkhurst	X		

4. New Business

a. Hoosier River Watch Presentation – presented by Dylan Allison

Dylan gave a presentation on the Hoosier Riverwatch program.

b. Commission Residency Requirement Discussion (Carrie Albright, Councilmember  
Matt Flaherty)

Matt Flaherty asked the commission about their opinion on residency requirements for advisory boards, including the environmental commission. If there is a change, it will likely not apply to all boards and commissions. If the group decides on making a change, a motion formalizing the opinion would suffice. David mentioned it may be beneficial to have someone from the county since watersheds do not respect municipal boundaries.

## 5. Old Business

- a. Working group updates
  - i. Biodiversity

Has not met since the last EC meeting.  
The parks department Bee City committee met for the first time.
  - ii. Eco-Heroes

The EC's website now has language about the 2026 contest. The group will meet on January 6<sup>th</sup> at 5:30.  
The city intends to review any public communications made by boards and commissions.
  - iii. ECPC

The memo about 503 N Rogers was sent to the BZA as part of the December 18<sup>th</sup> meeting packet.  
The group has the option to write a memo about the potential 2511 N Dunn development. Any memo for the petitioner will need to be submitted by December 29<sup>th</sup>. A memo for the plan commission will need to be submitted by January 2<sup>nd</sup>. The ECPC could also make a public statement at the January 12<sup>th</sup> meeting.
  - iv. Light Pollution

Has not met since the last EC meeting, a meeting will likely be scheduled for January.
  - v. Outreach & Education

The group had its first meeting.
  - vi. Special Projects

Has not met since the last EC meeting.
  - vii. Water Quality

Has not met since the last EC meeting.

## 6. Public comment

Limit 5 minutes per person, 20 minutes total

No public comments.

## 7. Staff Update

- a. 2026 Schedule

Rachael proposed a 2026 meeting schedule. She also suggested the idea of a recess during any potentially busy months. The group seems to prefer keeping all months on the scheduling.  
Rachael encouraged working groups to create a schedule for the year in advance. Heidi suggested scheduling a tour for the waste water treatment plant.

b. Attendance Requirements

Rachael informed the group about rules in the Bloomington Municipal Code about attendance.

Commissioners may not miss 3 consecutive meetings or 4 meetings in a 12-month period.

The commission is generally supportive of updating the EC handbook to reflect the city's rules.

8. Reports from:

a. Tree Commission (TC)

Haskell Smith gave an update on tree prunings, removals, etc.

IU will have a tree inventory released soon.

David may leave the Tree Commission and encouraged another commissioner to apply.

b. Environmental Resource Advisory Council (ERAC)

David gave an update on deer hunting and the affect it had on local plant populations. There was also a report on the treatment of the water at Griffy Lake. It seems to be going well.

c. Friends of Lake Monroe (FOLM)

No updates.

d. Bloomington Commission on Sustainability (BCOS)

No EC members attended.

e. Monroe County – Identify and Reduce Invasive Species (MC-IRIS)

No EC members attended.

f. Clean Community Program

Bloomington is 1 submission away from silver status.

9. Commissioner announcements

a. Lawn Mowing “Management” Public Engagement (Norm)

Norm was not present to give his announcement.

The Monroe County Christmas Bird Count is on Saturday December 20<sup>th</sup> at Lake Monroe.

Haskell Smith planted trees in Matt's neighborhood.

10. Upcoming Meeting

a. January 15, 2026, 6:00 pm, Hooker Room, Zoom, and CATS

11. Adjournment

7:52 PM

*\* Item to be voted on*

The views expressed here are solely those of the Environmental Commission as approved in their public meetings, and do not necessarily reflect the views, policies, or positions of the City of Bloomington. Only the Office of the Mayor has the authority to issue policy statements on behalf of the Executive Branch of the City of Bloomington.

The City is committed to providing equal access to information. However, despite our efforts, at times, portions of our board and commission packets are not accessible for some individuals. If you encounter difficulties accessing material in this packet, please contact Melissa Hirtzel at [hirtzelm@bloomington.in.gov](mailto:hirtzelm@bloomington.in.gov) and provide your name, contact information, and a link to or description of the document or web page you are having problems with.

As a quorum of the Commission or its committees may be present, this gathering constitutes a meeting under the Indiana Open Door Law (I.C. § 5-14-1.5). For that reason, this statement provides notice that this meeting will occur and is open for the public to attend, observe, and record what transpires.

The City offers virtual options, including CATS public access television (live and tape delayed) found at <https://catstv.net/>. Working group meetings may be found at <https://bton.in/ECWGreco>.

## ATTACHMENT A

### Case # ZO2025-09-0013 (ZO-33-25) Memo

**To:** Common Council

**From:** Jackie Scanlan, AICP Assistant Director

**Date:** November 20, 2025

**Re:** Text Amendments to Unified Development Ordinance: Response to Resolution 2025-12: Affordable Housing Incentives

---

**REVIEW:** This petition was heard at the November 10, 2025 Plan Commission hearing. The Plan Commission voted to amend the petition in order to add wording that requires reference to the Administrative Manual. That amendment has been included in the redline below. The packet that went to the Plan Commission on November 10, 2025 is below, with an update to the recommendation section. The Plan Commission voted to send the petition to the Common Council with no recommendation.

This petition was heard at the October 2025 Plan Commission hearing. A number of issues were raised and the petition was continued. A description of issues raised and how they are addressed in the amendment proposal is lettered below.

A. An increase in maximum impervious surface coverage for projects in the R1-R4 that use affordable housing incentives and include intended owner-occupancy was included in the October proposal. The percentage was not written correctly, so that is corrected in this proposal to 80 percent coverage. This increase is substantial, and doubles the allowable coverage in some districts. One goal is to appeal to developers who do not typically build affordable housing with this increase, if the increase can produce enough additional lots to make the project feasible with inclusion of affordable housing. For reference, the existing impervious surface coverage maximums for each district are included in Figure 1 below.

There was discussion of moving the owner-occupancy reference to the preamble of 20-04-110(c)(5)(A) as an additional encouragement for owner-occupancy. The Department took that suggestion, and incorporated it in this proposal.

Zoning District	Maximum Impervious Surface Coverage
R1	30%
R2	40%
R3	45%
R4	50%

B. A new system for calculating payment-in-lieu for projects utilizing affordable housing incentives, but not building or purchasing affordable housing dwelling units was proposed in the October 2025 packet. There were numerous questions raised about how it would work and whether or not it would generate more or less contribution than the current calculations does. The first question is whether or not dwelling units or beds are being used in the current calculation for payment-in-lieu amounts. Beds are being used in the current calculations, based on the Administrative Manual. The proposed language for the Administrative Manual (which does not require Plan Commission approval) is to utilize dwelling units. Below is a table with four recent projects, how much they pledged with the current payment-in-lieu system, and how much the proposed system would generate. We did not include allowances for four- and five-bedroom units, but those would raise the amount required for the incentives. It appears that the new system will consistently generate more dollars to be used through the Housing Development fund for affordable housing support.

Project Name	Dwelling Units	Beds	Payment-in-Lieu Pledged	Payment-In-Lieu with new Calculation (no 4/5 beds included)
Strauser Construction	75	135	420,000.00	\$1,150,000.00
Core/SVA Bloomington	172	463	1,400,000.00	\$2,600,000.00
Core Bloomington	441	1143	3,440,000.00	\$6,650,000.00
Clearpath Services	14	33	99,000.00	\$250,000.00

C. Because the proposal includes discussion of raising the payment-in-lieu amount, in response to Resolution 2025-12, there were questions raised about where the funds go and how they are used. The funds generated through the affordable housing incentives payment-in-lieu process go directly to the Housing Development Fund. The Housing Development Fund is utilized by the HAND Department in service of advancing affordable housing. Below are some of the ways it is used:

- Low cost loans and grants for development of affordable housing
- Down payment and closing cost assistance
- Investment in affordable developments
- Tenant-based Rental Assistance (new 2025 program)
- Interest rate buy down (new 2025 program)
- Eviction prevention program (new 2025 program)

D. There were questions raised concerning how many projects have utilized Tier 1 incentives, Tier 2 incentives, and the payment-in-lieu process, as a whole. While some

information was presented at the October 2025 Plan Commission hearing, staff is confirming those numbers and will present them at the hearing.

- E. The October proposal included a minimum of 50 units for any project seeking to use the affordable housing incentives payment-in-lieu process, in response to Resolution 2025-12. Questions were raised about this amount, and it was suggested that 30 units may be more appropriate as we saw some projects in the table below just over 30 units. There were other projects that have utilized the payment-in-lieu option in much smaller developments, as well. A unit minimum was included in order to address the desire of the Common Council to consider increasing the qualifying standards to utilize the payment-in-lieu process. Director Anna Killion-Hanson reported at the February 2025 Plan Commission hearing that the HAND Department has seen successes with developments of 20 dwelling units or less who provided on-site affordable units. Resolution 2025-12 appears to want to encourage on-site affordable dwelling units, so the Department included a unit minimum in this draft that, 30 dwelling units, that moves closer to the apparent threshold of success for on-site units, while still encouraging on-site for more projects.
- F. Plan Commissioner Holmes has one amendment that he would like to be considered. The proposed amendment “to 20.04.110(c)(7)(A), ties any and all affordable housing incentives to making a Payment-in-Lieu, and eliminates all other routes to affordable housing incentives. It includes necessary modifications to cross referencing sections of the UDO that logically depend on this change.” It is included below.

*20.04.110(c)(7)(A)*

- *Replace existing language with:*
- *"All petitions seeking to utilize the affordable-housing incentives established in this Section shall satisfy the affordability obligation solely through an agreement with and monetary contribution to the City of Bloomington, hereinafter referred to as a Payment-in-Lieu ("PIL"). No provision of this Title shall require or authorize the construction, sale, or rental of income-restricted dwelling units as a condition of incentive eligibility."*
- *Along with modifications to cross referencing sections logically dependent on this change.*

Through Resolution 2025-12, the Bloomington Common Council directed the Plan Commission to prepare a proposal that accomplishes two directives described in the resolution. Those directives are listed below.

1. To amend Unified Development Ordinance (UDO), 20.04.110(c)(5) “to assess the incentive structure and consider creating additional incentives for affordable housing, including but not limited to expected owner-occupied unit development.”
2. To amend the text of UDO, 20.04.110(c)(7) “to assess the payment-in-lieu option and consider an increase in the qualifying standard for developments utilized (sic) a payment-in-lieu procedure.”

Resolution 2025-12 is similar to Resolution 2024-23, which was discussed at the February 2025 Plan Commission hearing. Because the first Plan Commission hearing did not occur within the state-mandated 60 day period, the Common Council chose to re-introduce the content of Resolution 2024-23. The Common Council amended the content and only the two items listed above remained together in a resolution, 2025-12.

The Planning and Transportation Department hosted a discussion with local developers, realty representatives, builders, Plan Commission members, and other stakeholders on August 26, 2025 to gain insight on how the incentive structures of 20.04.110 (Incentives) could be improved. Along with city staff, 4 Plan Commissioners and 9 members of the development community attended. Additional feedback was received from other members of the development and design community, as well. The following four questions were sent to the group in advance of the meeting.

1. How well are the existing Housing Affordability Incentives working? What are some examples of the successful or unsuccessful application of the incentives?
2. What other incentives (beyond those involving building height and bulk) should be considered?
3. How could the payment-in-lieu qualifying standard be improved?
4. Other questions, thoughts, ideas...?

Some takeaways from that meeting and other feedback received included that more clarity is needed in the incentive process for non-residential projects; projects for strictly affordable housing single-family and duplex developers are difficult to accomplish within the current incentive and other offering structures of the city; a reduction in development standards materials requirements should be explored; the current incentives are largely targeted toward rental apartments to the detriment of other types of development; the current payment-in-lieu amount is too low; and the role of the Housing and Neighborhood Development (HAND) Department should be analyzed.

While much of the feedback was not incentive-focused, it was used to inform the proposed amendments.

Redline proposals for the 2 directives in 2025-12 are below, *as amended for the November 10, 2025 Plan Commission packet.*

**1. To amend Unified Development Ordinance (UDO), 20.04.110(c)(5) “to assess the incentive structure and consider creating additional incentives for affordable housing, including but not limited to expected owner-occupied unit development.”**

The Planning & Transportation Department proposes to increase maximum impervious surface coverage allowances for single-family detached and duplex residential lots in the R1-R4 zoning districts in projects utilizing the affordable housing incentives when they are intended for owner-occupancy and in projects meeting the Tier 2 requirements.

## **(5) Affordable Housing Incentives**

### **(A) Reduced Bulk Requirements**

The following dimensional standards shall apply to single-family detached and duplex residential lots in the R1, R2, R3, and R4 zoning districts that are also intended for owner-occupancy that meet either of the two criteria in subsection (2) above:

- i. The minimum lot area for subdivision may be reduced up to 50 percent.
- ii. The minimum lot width for subdivision may be reduced up to 40 percent.
- iii. The side building setbacks may be reduced to five feet regardless of the number of stories.
- iv. The rear building setback may be reduced to 15 feet.
- iv.v. The maximum impervious surface coverage may be increased to 80 percent.
- iv.vi. Where these standards conflict with the neighborhood transition standards established in Section Error! Reference source not found. (Error! Reference source not found.), the neighborhood transition standards shall govern.

### **(B) Primary Structure Height**

#### **i. Eligibility**

In addition to the eligibility criteria in Error! Reference source not found., affordable housing projects seeking increased maximum primary structure height shall comply with the following criteria:

1. The building shall contain six or more dwelling units; and
2. Unit size and bedroom mix for deed-restricted units shall be comparable to those for market-rate units.

#### **ii. Tier 1 Projects**

Projects that meet the Tier 1 affordability standards may increase the primary structure height by one floor of building height, not to exceed 12 feet, beyond the maximum primary structure height established for the zoning district where the project is located, as identified in Section Error! Reference source not found. (Error! Reference source not found.).

#### **iii. Tier 2 Projects**

Projects that meet the Tier 2 affordability standards may increase the primary structure height by two floors of building height, not to exceed 24 feet, beyond the maximum primary structure height established for the zoning district where the project is located, as identified in Section Error! Reference source not found. (Error! Reference source not found.). Projects that meet the Tier 2 affordability standards may increase the maximum impervious surface coverage allowance by 10 percent, and may decrease the landscape area by 10 percent.

#### **iv. Sustainable Development Bonus**

1. Tier 1 Projects: Projects that are eligible for increased primary structure height for affordable housing and sustainable development shall be eligible for one additional floor of building height, not to exceed 12 feet.
2. Tier 2 Projects: Projects that are eligible for increased primary structure height for affordable housing and sustainable development shall be eligible for one additional floor of building height, not to exceed 12 feet. The additional floor of building height granted under this subsection (iv)(2) shall be limited to 50 percent of the building footprint area of primary structure, and that additional floor shall be set back at least 10 feet further than the lower floors of the building.

#### **2. To amend the text of UDO, 20.04.110(c)(7) “to assess the payment-in-lieu option and consider an increase in the qualifying standard for developments utilized (sic) a payment-in-lieu procedure.”**

Resolution 2025-12 indicates that “any payment-in-lieu qualifying standard should exceed the requirements of actual creation of permanently affordable units...” When 20.04.110 was originally adopted in 2020, the requirements in order to utilize the payment-in-lieu options were more difficult to accomplish. The Common Council amended the UDO in June 2022 to amend those requirements to what they are today. As noted above, feedback received indicated that the payment amount is too low.

20.04.110(c)(7) references administrative procedures that are located in the Administrative Manual. The Department proposes to limit the Payment-in-Lieu option to petitions for projects that contain more than 30 dwelling units. This is aligned with the mandate to increase the qualifying standard for the payment-in-lieu option. The Department proposes to amend the Administrative Manual in order to change the calculation unit from ‘bedroom’ to ‘dwelling unit’ with an additional fee for dwelling units with four or five bedrooms; to increase the percentage of units considered in the calculation; and to raise the fee per calculation unit.

#### **(7) Payment-in-Lieu**

(A) The dollar amount provided as a~~A~~ payment-in-lieu of providing housing must be based on the minimum percentage of eligible units as described in the Administrative Manual. A payment-in-lieu option is only available that meets the Tier 1 or Tier 2 affordability criteria in petitions for projects that contain more than 30 dwelling units, may be authorized by an agreement with the City, and all payments will be deposited into the Housing Development Fund.

(B) The provisions of this Section 20.01.010(a)(7) shall become effective no later than the effective date of the UDO, by which time administrative procedures for calculating, collecting, accounting for, and spending payments-in-lieu in compliance with all applicable law shall be adopted and publicly available in the Administrative Manual within the Planning and Transportation Department. The procedures used for calculating, collecting, accounting for, and spending shall be reviewed frequently and updated as local housing market conditions change. The calculations may use or be based upon one or more of the following methods:

- i. Housing and Urban Development (HUD) annual rents based on Area Median Income;
- ii. Area Median Income (per person, income bracket, etc.);
- iii. Rental rates per unit or per bedroom;
- iv. Utility rates allowances per unit;
- v. Tiered rental rates based on percentages above and/or below AMI; and
- vi. Payment contribution rates.

Below is an excerpt from the Administrative Manual: Affordable and Workforce Housing in Development Process section with proposed amendments.

### **Calculating a Housing Development Fund Contribution (aka “Payment-in-Lieu”)**

For nonresidential, student housing, or dormitory projects, a linkage study must first be approved by the City. The project must also satisfy all applicable standards within 20.04.110 C, Affordable Housing, of the UDO. Residential projects must satisfy all applicable standards within 20.04.110 C, Affordable Housing, of the UDO.

Contributions to the Housing Development Fund will be calculated as follows: on a bedroom basis as follows:

- Eligible units calculation: Eligible bedroom calculation:
  - 30.15% of total project bedrooms dwelling units, rounded up to the nearest whole unitbedroom.
- The base contribution rate per eligible bedroom-unit is \$5020,000. This rate applies for units containing one to three bedrooms. For units with four or five bedrooms, an additional \$5,000 is required for each bedroom over three bedrooms. This contribution rate may be changed annually by City staff to reflect changing construction costs or other economic factors affecting development costs.

Sample Project Calculation:

32.132 total bedrooms units x 0.300.15 = 39.64.8

Round up to 405 bedroomseligible units

5 bedrooms40 eligible units x \$20,00050,000 = \$2,000,000100,000

Extra bedrooms over three bedroom units: 12

12 x \$5,000 = \$60,000

\$2,060,000 total contribution to the Housing Development Fund

---

**CONCLUSION:** The proposed changes requested by the Common Council through Resolution 2025-12 are intended to ‘incentivize developers in creation of affordable housing units’ through changes to Title 20 (UDO) of the Bloomington Municipal Code. The Planning and Transportation Department proposes the above amendments to increase the use of bulk standards reductions in the creation of platted subdivisions, and to limit which projects can bypass affordable housing dwelling unit creation through the payment-in-lieu option, in response to the directives in Resolution 2025-12. Plan Commissioner Holmes has included an amendment that requires reliance on payment-in-lieu as the only option for utilizing the affordable housing incentives. As discussed at the October Plan Commission hearing, the Plan Commission will need to decide which proposed changes incentivize developers in creation of affordable housing units, which is the overall goal of Resolution 2025-12.

---

**RECOMMENDATION:** The Plan Commission forwards the petition to the Common Council with no recommendation.

Passed 8-0 (Rollo absent)

## RESOLUTION 2025-12

### TO INITIATE A PROPOSAL TO AMEND TITLE 20 (UNIFIED DEVELOPMENT ORDINANCE) OF THE BLOOMINGTON MUNICIPAL CODE Re: Preparation of a Proposal to Amend Chapter 20.04.110 (Incentives).

WHEREAS the Common Council, by its Resolution 18-01, approved a new Comprehensive Plan for the City of Bloomington, which took effect on March 21, 2018; and

WHEREAS thereafter the Plan Commission initiated and prepared a proposal to repeal and replace Title 20 of the Bloomington Municipal Code, entitled “Unified Development Ordinance” (“UDO”) in order to implement the vision for community development put forward in the Comprehensive Plan; and

WHEREAS on December 18, 2019, the Common Council passed Ordinance 19-24, to repeal and replace the UDO; and

WHEREAS on January 14, 2020 the Mayor signed and approved Ordinance 19-24; and

WHEREAS the UDO has since been revised by action of the Plan Commission and the Common Council several times; and

WHEREAS pursuant to IC 36-7-4-602, the Common Council may initiate a proposal to amend or partially repeal the text of the UDO and require the Plan Commission to prepare it; and

WHEREAS the Common Council previously passed Resolution 2024-23 to initiate a proposal to amend the UDO to modify the Affordable Housing Incentives; and

WHEREAS the Common Council reinitiates, in part, its intent to pursue the objectives set forth in Resolution 2024-23; and

WHEREAS the Common Council wishes to assess and amend the relevant provisions of the UDO in order to incentivize developers in creation of affordable housing units; and

WHEREAS the UDO allows developers to take advantage of affordable housing incentives by making a payment-in-lieu of the creation of permanently affordable housing units; and

WHEREAS any payment-in-lieu qualifying standard should exceed the requirements of actual creation of permanently affordable units; and

WHEREAS The Common Council further wishes to ensure any payment-in-lieu options are meeting the long term interests of Bloomington housing needs; and

WHEREAS in preparing and considering this proposal, the Plan Commission and Common Council shall pay reasonable regard to:

- 1) the Comprehensive Plan;
- 2) Current conditions and character of current structures and uses in each district;
- 3) the most desirable use for which land in each district is adapted;
- 4) the conservation of property values throughout the jurisdiction; and
- 5) responsible development and growth.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. Pursuant to IC 36-7-4-602(b), the Common Council directs the Plan Commission to prepare a proposal consistent with this resolution to amend the text of the UDO (BMC 20.04.110(c)(5)) (Affordable Housing Incentives) to assess the incentive structure and consider creating additional incentives for affordable housing, including but not limited to expected owner-occupied unit development.

SECTION 2. The Common Council further directs the Plan Commission to prepare a proposal to amend the text of the UDO (BMC 20.04.110(c)(7)) (Payment-in-Lieu), to assess the payment-in-lieu option and consider an increase in the qualifying standard for developments utilized a payment-in-lieu procedure.

SECTION 3. Upon passage of this resolution, and pursuant to IC 36-7-607, the Plan Commission shall review and recommend UDO amendments to the Common Council in response to this resolution.

SECTION 4. If any section, sentence or provision of this legislation, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this legislation which can be given effect without the invalid provision or application, and to this end the provisions of this legislation are declared to be severable.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 30 day of July, 2025.



HOPI STOSBERG, President  
Bloomington Common Council

ATTEST:



NICOLE BOLDEN, Clerk  
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this  
31 day of July, 2025.



NICOLE BOLDEN, Clerk  
City of Bloomington

SIGNED by me upon this 6 day of August, 2025.



KERRY THOMSON, Mayor  
City of Bloomington

#### SYNOPSIS

This resolution, sponsored by Councilmember Stosberg, reinitiates, in part, the proposal in Resolution 2024-23 (adopted on November 20, 2024) to amend Title 20 (the Unified Development Ordinance or “UDO”) of the Bloomington Municipal Code. The resolution directs that a UDO text amendment proposal be prepared by the Plan Commission to assess and consider changes to the affordable housing incentive structure and the payment-in-lieu option.

Distributed to: Clerk, Council Attorney, Controller, HAND, Legal, Mayor, and Planning & Transportation.

PDF Page#	UDO Page#	Chapter	Citation	Current Language	Proposed Language	Type of Change
82	74	2	20.02.050(b)(10)(B)(i)(1)	A minimum of one canopy tree per 500 square feet. Open areas less than 10 feet in width may substitute ornamental trees for required canopy trees.	A minimum of one <b>large</b> canopy tree per 500 square feet. Open areas less than 10 feet in width may substitute <b>small/medium canopy ornamental trees</b> for required <b>large</b> canopy trees.	Revision
82	74	2	20.02.050(b)(10)(B)(i)(2)	A minimum of eight shrubs per 500 square feet. One ornamental tree may be substituted for every four shrubs; however, a substitution shall not exceed 50 of the required shrubs.	A minimum of eight shrubs per 500 square feet. One <b>small/medium canopy ornamental tree</b> may be substituted for every four shrubs; however, substitution shall not exceed 50 <b>percent</b> of the required shrubs.	Revision
82	74	2	20.02.050(b)(10)(B)(i)(3)	Shrubs and ornamental trees along foundation walls of a structure shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Shrubs and <b>ornamental trees</b> along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Revision
138	130	4	20.04.030(e)(5)(D)	-	v. Demolition of existing structures, provided that the disturbance does not extend more than ten (10) feet from the structure's footprint, does not impact the shoreline or bed of a stream or creek, and a remediation plan is submitted to and approved by the Senior Environmental Planner prior to disturbance.	New

143	135	4	20.04.030(h)(4)	For parcels of land less than <b>two acres</b> , the preservation standards in Table 04-8: Minimum Required Vegetation Canopy, may be altered by the City Planning and Transportation Director to allow preservation of individual specimen trees or tree lines along property borders in lieu of the minimum required vegetation canopy.	For parcels of land less than <b>one acre</b> <del>two acres</del> , the preservation standards in Table 04-8: Minimum Required Vegetation Canopy, may be altered by the City Planning and Transportation Director to allow preservation of individual specimen trees or tree lines along property borders in lieu of the minimum required vegetation canopy; preference may be given to protecting heritage trees that are of particular value due to their type, size or age.	New
144	136	4	20.04.030(i)(5)	The maximum slope on which buildings may be constructed shall be 12 percent. No disturbance shall occur on any slope greater than 12 percent, measured as described in Section 20.04.020 (Dimensional Standards).	The maximum slope on which buildings may be constructed shall be <b>42 25</b> percent. No disturbance shall occur on any slope greater than <b>42 25</b> percent, measured as described in Section 20.04.020 (Dimensional Standards).	New
153	145	4	20.04.040(e)(1)	The following are conditional uses in the floodway and floodway fringe, subject to approval under Section 20.06.050(b) (Conditional Use Permit).	<b>(A)</b> The following are conditional uses in the floodway and floodway fringe, subject to approval under Section 20.06.050(b) (Conditional Use Permit).	New
154	146	4	20.04.040(e)(1)	(A) Transportation facilities, including, but not limited to, bridges, streets or drives;	<b>(A) (i)</b> Transportation facilities, including, but not limited to, bridges, streets or drives;	New
154	146	4	20.04.040(e)(1)	(B) Any other flood-tolerant or open space uses, such as storage of materials not subject to flood damage that do not contain hazardous pollutants;	<b>(B) (ii)</b> Any other flood-tolerant or open space uses, such as storage of materials not subject to flood damage that do not contain hazardous pollutants;	New

154	146	4	20.04.040(e)(1)	(C) Parking lots constructed solely of permeable pavers;	(E) (iii) Parking lots constructed solely of permeable pavers;	New
154	146	4	20.04.040(e)(1)	(D) Recreational equipment; and	(D) (iv) Recreational equipment; and	New
154	146	4	20.04.040(e)(1)	(E) Buildings/structures.	(E) (v) Buildings/structures.	New
154	146	4	20.04.040(e)(1)	-	<b>(B) Any activity exempted from a floodplain development permit does not need a conditional use approval.</b>	New
187	179	4	20.04.060(i)(8)	Parking areas with 50 or more parking spaces shall provide a minimum of one parking space dedicated to electric vehicles for every 25 parking spaces provided on site. If more than 6 EV charging stations are required, at least one shall be an ADA van accessible parking space. The provision of three or fewer electric vehicle parking spaces shall not count toward the maximum allowed number of parking spaces. The provision of four or more electric vehicle parking spaces shall count toward the maximum allowed number of parking spaces. The electric vehicle parking space shall be:	Parking areas with 50 or more parking spaces shall provide a minimum of one parking space dedicated to electric vehicles for every 25 parking spaces provided on site. <b>For auto sales, the electric vehicle charging requirements are only based on customer and employee parking.</b> If more than 6 EV charging stations are required, at least one shall be an ADA van accessible parking space. The provision of three or fewer electric vehicle parking spaces shall not count toward the maximum allowed number of parking spaces. The provision of four or more electric vehicle parking spaces shall count toward the maximum allowed number of parking spaces. The electric vehicle parking space shall be:	New

193	185	4	20.04.070(c)(2)	All certified street lighting plans proposed for the MD district shall be consistent with the design recommendations of the City of Bloomington Downtown Vision and Infill Strategy Plan and shall comply with the following: (i) Pedestrian scaled street lighting shall be provided as approved by the Board of Public Works. (ii) Pedestrian scaled street lighting shall not exceed 15 feet in height.	(i) Pedestrian scaled street lighting shall be provided as approved by the Board of Public Works. (ii) Pedestrian scaled street lighting shall not exceed 15 feet in height. Additional street lighting may be required, as determined to be necessary by the City Engineer and approved by the Board of Public Works.	Revision
203	195	4	20.04.080(c)(2)(C)	Species identified as invasive, detrimental, or noxious shall not be planted under any circumstances and will not be counted toward landscape requirements. Unless specifically approved by the City Urban Forester or Senior Environmental Planner, the use of columnar trees is not allowed.	Species identified as invasive, detrimental, or noxious shall not be planted under any circumstances and will not be counted toward landscape requirements. <b>Unless specifically approved by the City Urban Forester or Senior Environmental Planner, the use of columnar trees is not allowed.</b>	New

203	195	4	20.04.080(c)(2)(D)(ii)	<p>Where shrubs are required to be planted, up to 15 percent of the total number of required shrubs may be substituted with perennial forb species, graminoids, or ferns. This does not apply to shrubs required as part of a landscape buffer requirement per Section 20.04.080(g). Any substituted plants used toward parking lot perimeter requirements shall be species that typically grow to be at least four feet in height, and shall be maintained in accordance with Section 20.04.120(a) (Landscaping).</p>	<p>Where shrubs are required to be planted, up to 15 percent of the total number of required shrubs may be substituted with perennial forb species, graminoids, or ferns. <b>If substitutions are intended for use in stormwater management facilities, a maximum of 30 percent may be substituted or as approved by the Planning and Transportation Director.</b> This does not apply to shrubs required as part of a landscape buffer requirement per Section 20.04.080(g). Any substituted plants used toward parking lot perimeter requirements shall be species that typically grow to be at least four feet in height, and shall be maintained in accordance with Section 20.04.120(a) (Landscaping).</p>	New
204	196	4	20.04.080(c)(2)(E)(i)	<p>All newly planted deciduous trees shall be at least two-inch caliper.</p>	<p>All newly planted deciduous trees shall be at least two-inch caliper. <b>The size for street tree plantings may be reduced to one and a half inch caliper if approved by the Urban Forester.</b></p>	New

205	197	4	20.04.080(c)(3)(A)	Any existing trees intended to be preserved and counted toward minimum landscape requirements shall be protected during the entire duration of construction by a Tree Protection Barrier. The Tree Protection Barrier shall be installed at the Tree Protection Zone and be at least 4 feet tall, highly visible, sturdy, and have warning signs on or near it for the duration of the construction activity..	Any existing trees intended to be preserved and counted toward minimum landscape requirements shall be protected during the entire duration of construction <b>by a Tree Protection Barrier. The Tree Protection Barrier shall be installed at the Tree Protection Zone and be at least 4 feet tall, highly visible, sturdy, and have warning signs on or near it for the duration of the construction activity.</b>	Revision
205	197	4	20.04.080(c)(2)(G)(i)(2)	Areas within 24 inches of a building foundation and underneath staircases may use mulch or decorative stone.	Areas within 24 inches of a building foundation and underneath staircases may use mulch or decorative stone. <b>Mulch or decorative stone is allowed within 12 inches of ground mechanicals.</b>	New
205	197	4	20.04.080(c)(2)(H)		<b>(H) Plastic Netting Under no circumstances shall plastic netting or mesh be used on site for any type of permanent landscaping.</b>	New
207	199	4	Table 04-15	-	Chokecherry single stem	New
207	199	4	Table 04-15		<i>Prunus virginiana - Canada red or sucker punch</i>	New
208	200	4	Table 04-15	(Smoke Tree)	Smoke Tree	New
208	200	4	Table 04-15	( <i>Continus obovatus</i> )	<i>Cotinus obovatus</i>	New
208	200	4	Table 04-15	<i>Quercus prinus</i>	<i>Quercus montana</i>	Revision
209	201	4	Table 04-15	Shinig Sumac	Shining Sumac	Typo

221	213	4	20.04.080(f)(3)(B)	<p>Street trees along an arterial, collector, local, or private street shall be planted in a minimum five-foot wide tree plot between the sidewalk and the curb. If a tree plot is not available, then the street trees shall be planted within the front yard immediately adjacent to the street and within 4 feet of any public pedestrian facilities. Street trees planted within the front yard shall not count towards other landscaping requirements.</p>	<p>Street trees along an arterial, collector, local, or private street shall be planted in a minimum five-foot wide tree plot between the sidewalk and the curb. If a tree plot is not available, then the street trees shall be planted within the front yard immediately adjacent to the street and within 4 feet, <b>or as required for utility separation</b>, of any public pedestrian facilities. Street trees planted within the front yard shall not count towards other landscaping requirements.</p>	New
222	214	4	20.04.080(f)(4)(A)	<p>Street trees shall be planted in a minimum five foot by five-foot tree pit covered with an ADA compliant cast iron grate to maintain a flush grade with adjacent sidewalks, subject to approval by the Transportation and Traffic Engineer.</p>	<p>Street trees shall be planted in a minimum five foot by five-foot tree pit covered with an ADA compliant cast iron grate to maintain a flush grade with adjacent sidewalks, subject to approval by the <b>City Engineering Department Transportation and Traffic Engineer</b>.</p>	Revision
222	214	4	20.04.080(f)(4)(B)	<p>The following street tree planting methods may be used in lieu of the five foot by five-foot grate, subject to approval by the Transportation and Traffic Engineer.</p>	<p>The following street tree planting methods may be used in lieu of the five foot by five-foot grate, subject to approval by the <b>City Engineering Department Transportation and Traffic Engineer</b>.</p>	Revision

225	217	4	20.04.080(h)(2)(A)	Parking lots with 12 or more parking spaces shall provide one landscape bumpout, island, or endcap per every 10 parking spaces.	Parking lots with 12 or more parking spaces shall provide one landscape bumpout, island, or endcap per every 10 parking spaces. <b>For parking lots with 20 or more parking spaces, there should not be more than 10 parking spaces in a row without a landscape bumpout, island, or endcap.</b>	New
226	218	4	20.04.080(i)(1)(B)	A minimum of 36 shrubs per acre. One ornamental tree may be substituted for every four shrubs; however, substitution shall not exceed 50 percent of the required shrubs.	A minimum of 36 shrubs per acre. One <b>small/medium canopy</b> <del>ornamental</del> -tree may be substituted for every four shrubs; however, substitution shall not exceed 50 percent of the required shrubs.	Delete
226	218	4	20.04.080(i)(1)(C)	Shrubs and ornamental trees along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Shrubs and <del>ornamental</del> -trees along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Revision
226	218	4	20.04.080(j)(1)(A)	A minimum of one canopy tree per 500 square feet. Open areas less than 10 feet in width may substitute ornamental trees for required canopy trees.	A minimum of one <b>large</b> canopy tree per 500 square feet. Open areas less than 10 feet in width may substitute <b>small/medium canopy</b> <del>ornamental</del> -trees for required <b>large</b> canopy trees.	New
226	218	4	20.04.080(j)(1)(B)	A minimum of eight shrubs per 500 square feet, One ornamental tree may be substituted for every four shrubs; however, substitution shall not exceed 50 percent of the required shrubs.	A minimum of eight shrubs per 500 square feet., One <b>small/medium canopy</b> <del>ornamental</del> -tree may be substituted for every four shrubs; however, substitution shall not exceed 50 percent of the required shrubs.	Revision

226	218	4	20.04.080(j)(1)(C)	Shrubs and ornamental trees along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Shrubs and ornamental trees along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Delete
226	218	4	20.04.080(k)(1)(A)	A minimum of nine large canopy trees, three evergreen trees, and three medium or small canopy trees per acre. A minimum of 75 percent of the required trees shall be canopy trees.	A minimum of nine large canopy trees, three evergreen trees, and three medium or small canopy trees per acre. <del>A minimum of 75 percent of the required trees shall be canopy trees.</del>	New
226	218	4	20.04.080(k)(1)(B)	A minimum of 27 shrubs per acre. One ornamental tree may be substituted for every four shrubs; however, substitution shall not exceed 50 percent of the required shrubs.	A minimum of 27 shrubs per acre. One <b>small/medium canopy</b> ornamental tree may be substituted for every four shrubs; however, substitution shall not exceed 50 percent of the required shrubs.	Delete
227	219	4	20.04.080(k)(1)(C)	Shrubs and ornamental trees along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Shrubs and ornamental trees along foundation walls of structures shall be planted no closer than two feet and eight feet respectively from the foundation wall.	Delete
280	272	5	20.05.050(j)(7)(A)(iii)(2)([b])	A landscaped berm a minimum of three feet in height and ten feet in width installed in a nonlinear manner. Landscaping within the buffer area shall be equal to one canopy tree, two ornamental trees, two evergreen trees and ten large shrubs for every fifty feet of arterial frontage.	A landscaped berm a minimum of three feet in height and ten feet in width installed in a nonlinear manner. Landscaping within the buffer area shall be equal to one <b>large canopy</b> tree, two <b>small/medium canopy</b> ornamental trees, two evergreen trees and ten large shrubs for every fifty feet of arterial frontage.	Revision

328	320	6	20.06.050(d)(2)(A)	No development shall occur in any special flood hazard area (SFHA) and known flood prone areas, unless a required stormwater management permit per Title 13 (Stormwater) of the Bloomington Municipal Code for such activity has been issued. In cases where a stormwater management permit is not required, no development shall occur unless a site development permit has been issued.	No development shall occur in any special flood hazard area (SFHA) and known flood prone areas, unless a required stormwater management permit per Title 13 (Stormwater) of the Bloomington Municipal Code for such activity has been issued. <del>In cases where a stormwater management permit is not required, no development shall occur unless a site development permit has been issued.</del>	Delete
403	411	7	20.07.010 Common Area	Any portion of a development that is neither part of a lot or tract nor dedicated to the public and is designed and intended for the common usage, benefit or enjoyment of the residents of the development. These areas include open spaces and may include such other uses as parking lots and complementary buildings or structures. Maintenance of such areas is not the responsibility of the city and shall be set forth by the development association in the form of restrictive covenants, which shall guarantee the maintenance of these areas.	Any portion of a development that is neither part of a lot or tract nor dedicated to the public and is designed and intended for the common usage, benefit or enjoyment of the residents of the development. These areas include open spaces and <del>may include such other uses as parking lots and complementary buildings or structures. Maintenance of such areas is not the responsibility of the city and shall be set forth by the development association in the form of restrictive covenants, which shall guarantee the maintenance of these areas. A common area does not provide relief from zoning requirements that would normally exist between a property and adjacent properties and/or rights-of-way if the common area did not exist.</del>	New

415	407	7	20.07.010	-	Decorative Stone - Natural stone that is washed or finished, where the total aggregate utilized is at least 2 inches in size, as an alternative to mulch.	New
459	451	7	20.07.010 Tree, Interior	A tree used for the interior of a site rather than in the "tree plot" and that is not restricted by its characteristics. These trees include canopy, ornamental and evergreen trees.	A tree used for the interior of a site rather than in the "tree plot" and that is not restricted by its characteristics. These trees include canopy, ornamental and evergreen trees.	Revision
459	451	7	20.07.010 Tree, Ornamental	A small to medium sized tree cultivated for its aesthetic characteristics rather than for its use.	A small to medium sized tree cultivated for its aesthetic characteristics rather than for its use.	Delete

# Handbook of the Bloomington Environmental Commission

---



November 2025January 2026

# Table of Contents

---

I. Mission of the Environmental Commission and Statutory Authority .....	2
II. Commission Power and Duties .....	2
III. Commissioner Responsibilities .....	3
A. Qualifications to Serve on Commission .....	3
B. Role and Responsibility of Commissioners .....	3
C. Ethical Policy and Expectations .....	4
D. Conflicts of Interests.....	4
E. Public Positions and Statement Policy .....	4
F. Term Limits & Time Commitment .....	4
A. Chairperson Duties .....	<u>54</u>
B. Vice-Chair/Treasurer Duties.....	5
C. Secretary Duties .....	5
D. Election of Commission Officers .....	5
V. Commission Meetings .....	6
A. Meeting Logistics .....	6
B. Types of Meetings .....	6
C. Meeting Procedures .....	6
F. Quorum Determination .....	9
VI. Working Groups .....	<u>109</u>
A. About Working Groups .....	<u>109</u>
B. Duties of Working Group Chairs.....	10
C. Duties of Working Group Members .....	10
VII. Commission Vacancies .....	10
A. Process.....	10
B. Identification of Qualified Candidates and Recruitment by Commissioners .....	<u>110</u>
C. Orientation of New Commissioners.....	<u>110</u>
VIII. Commissioner Resignation .....	11
A. Process.....	11
IX. Role of Department and Commission Staff.....	<u>1211</u>
A. Role of Department of Planning & Transportation .....	<u>1211</u>
X. Relationships with Other Commissions and Organizations .....	12

A. <i>Formal and Informal Links with Environmental Organizations and Other Boards and Commissions</i> .....	12
<b>XI. Design Standards for Commission Publications and Correspondence</b> .....	12
A. <i>Standardized Template for Outreach Materials and Publications</i> .....	12
<b>XII. Communication with City Council and the Mayor</b> .....	12
A. <i>Recommendations to City Council and the Mayor</i> .....	12
B. <i>Annual Reports</i> .....	<u>13</u> 12
<b>XIII. Legislation and Lobbying</b> .....	13
A. <i>Obtaining Legislative Position Information from City Council</i> .....	13
B. <i>Recommending a Position of Commission Interest</i> .....	13
C. <i>Lobbying</i> .....	13
<b>XIV. Miscellaneous</b> .....	14
A. <i>Commission Webpage</i> .....	14
B. <i>The History of the Environmental Commission</i> .....	14

---

## **I. Mission of the Environmental Commission and Statutory Authority**

The mission of the Environmental Commission (EC) is to promote the stewardship and preservation of the City's environment and natural resources by seeking out and responding to emerging issues, addressing them with sound long-term policy recommendations, and increasing local environmental awareness and engagement.

The Commission actively participates in the city planning process; researches and reports on environmental topics; develops educational outreach activities and materials; responds to inquiries from residents; and coordinates with other municipal boards, commissions, and outside organizations on issues of mutual interest.

The Commission has been granted statutory authority to conduct activities and adopt rules and regulations for the conduct of its business through the City of Bloomington Municipal Code (BMC) 2.12.050.

## **II. Commission Power and Duties**

The Commission shall have the following powers and duties, according to BMC 2.12.050:

- (a) To adopt administrative rules and regulations for the conduct of its business.
- (b) To encourage, conduct, synthesize, and report on studies, investigations, and research relating to emerging issues in Bloomington, and make recommendations to the appropriate

public and private bodies.

- (c) To collect and disseminate information through outreach efforts that encourage engagement and personal commitment to strengthening Bloomington's environmental state.
- (d) To collaborate with all departments and governmental branches of the City of Bloomington concerning the impacts of their operations and policies on the City's environment and natural resources, through the development and distribution of reports, memos, and resolutions.
- (e) To work with City staff to apply for, provide input on, accept, receive, and administer grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this section.
- (f) To cooperate with partners or groups within or outside of Bloomington on matters of environmental well-being such as responsible stewardship of biodiversity, air and water quality, and land use.
- (g) To submit an annual written report to the mayor and the common council.

### **III. Commissioner Responsibilities**

#### *A. Qualifications to Serve on Commission*

As stated in the BMC, preference for appointments to the EC shall be given to persons with expertise in environmental fields.

#### *B. Role and Responsibility of Commissioners*

Commissioners are expected to advise and participate in the Commission voting process in regard to issues or activities that come before it, fall within the scope of its duties, and assist in the fulfillment of its mission.

Members shall vote on all questions before the commission except in situations where there is a conflict of interest or for other good cause. If a member fails to vote upon any matter, any other member may raise the question and insist that the non-voting member either vote or state the reason for not voting and be excused.

It is the responsibility of Commissioners to attend meetings regularly or provide appropriate and timely notice if unable to attend. Commissioners shall not attend more than fifty percent (50%) of the meetings per year virtually, nor exceed two (2) consecutive meetings virtually.

Additionally, in accordance with Bloomington Municipal Code 2.08.020, there is cause for removal, subject to the decision of the appointing authority, upon the failure of attendance of three consecutive regularly scheduled meetings or four regularly scheduled meetings in any twelve-month period. If there are extenuating circumstances that limit the attendance of a

Commissioner, said Commission should provide circumstances in writing to appointing authority within five (5) business days before the formal decision to remove is reached. More information about attendance policies may be found in Bloomington Municipal Code 2.08.020.

Commissioners shall review and provide meeting material in advance of a meeting. Commissioners are expected to maintain knowledge of overall City of Bloomington and City Council goals and priorities, along with staying informed on current community-wide environmental issues.

#### *C. Ethical Policy and Expectations*

As appointed public representatives, Commissioners must hold themselves to the highest ethical standards when conducting Commission business. Commissioners are expected to make their best efforts to avoid conflicts of interests.

#### *D. Conflicts of Interests*

Commissioners are expected to perform their duties in an impartial manner, free of personal interest (economic or otherwise), either directly or through other personal relationships. A conflict of interest can occur if information gained from Commission activities is used for personal gain.

Typically, conflicts of interest are caused by financial interests, occupational concerns, or personal relationships. Commissioners should remove themselves from situations that constitute a conflict of interest. In addition, Commissioners may not accept gifts from lobbyists or anyone doing business with the City of Bloomington, the City Council, or the Commission.

#### *E. Public Positions and Statement Policy*

Commissioners shall not conduct themselves independently of the Commission or represent the Commission on anything that has not been voted on by the Commission. This is including but not limited to public statements or distributing material on behalf of the Commission.

When speaking with the media, or submitting public comment, Commissioners should proactively clarify their comments to be those of an individual member of the community and are not on the behalf or representative of the positions of the Commission unless previously approved.

#### *F. Term Limits & Time Commitment*

Commissioners shall serve approximately two-year terms. A Commissioner may re-apply to serve an unlimited number of terms.

Commissioners are expected to commit a reasonable amount of time to the Commission. This includes attending and contributing to discussions at monthly public, working group, and ad hoc

meetings, or events as they arise. It is also an expectation of commissioners to review materials ahead of time to prepare for each respective meeting.

#### **IV. Commission Officers**

##### *A. Chairperson Duties*

The Chairperson (Chair) presides over all meetings, including:

- a) Calling meetings to order at scheduled time;
- b) Verifying presence of quorum;
- c) Processing all motions;
- d) Facilitating meetings and keeping track of time;
- e) Conducting meetings in a fair and equitable manner;
- f) Maintaining neutrality to facilitate debate;
- g) Ensuring adherence to rules of order and decorum among members;
- h) Ensuring the work of the Commission maintains consistent with intended mission and purpose, and,
- i) Crafting the Annual Report and presenting it to the City Council and Mayor.

The Chair, unless decided and voted on otherwise, shall be the public representative for the Commission in all matters relating to positions and statements to outside parties. The Chair is the face of the Commission and shall represent the Commission in matters including, but not limited to: public speaking engagements, presenting at City Council and Commission meetings, and moderating city-wide special events.

##### *B. Vice-Chair/Treasurer Duties*

The Vice-Chair assumes the role of Chair in their absence. They should also work in collaboration with the Chair to facilitate Commission business. Vice-Chair is responsible for the maintaining and guidance of Environmental Commission Chairs. Any issues not able to be handled at their level may then be escalated to the Chair and/or Steering Committee. As Treasurer, they will keep account of all Commission funds, including evaluating and approving requests for funds by Commissioners and working groups.

##### *C. Secretary Duties*

The Secretary takes minutes at meetings, and provides minutes to staff liaison in a timely fashion via email, no later than one (1) week before the next scheduled public meeting. The minutes include record of motions and votes, attendance, and general themes of conversations had, including the names of any guests or members of the public who contribute.

##### *D. Election of Commission Officers*

Election of officers is held in February, with new officers' terms beginning in March and lasting

one calendar year. Election of commission officers are taken in the order listed in the bylaws: Chair, Vice-Chair/Treasurer, and then Secretary.

A nominating committee will be appointed by the Chair in January. This committee will solicit nominations and present a list of candidates at the February meeting, having determined beforehand that nominees are qualified for and willing to serve. Nominations may also be taken from the floor at the February meeting.

If a meeting is conducted is a hybrid meeting, all votes shall be taken by roll call. If meetings are in person only the elections will be held by secret ballot, to be counted by the Staff Liaison to the Environmental Commission, or their designee. Elections are decided by majority vote. If there is a tie, the Chair will cast the deciding vote. If the sitting Chair is a candidate for the office involved in a tie, the Vice-Chair will cast the deciding vote. If there is only a single nominee for each office, the entire slate can be elected by acclamation.

## **V. Commission Meetings**

### *A. Meeting Logistics*

The Commission generally meets the third Thursday of each month at 6:00 p.m. in the Showers City Hall, 401 N. Morton Street. Special meetings may be called as necessary. All meetings are open to the public. In addition to discussion of pertinent environmental issues in the City, the Commission is often addressed by guest speakers regarding particular environmental topics.

### *B. Types of Meetings*

Most meetings of the Commission are regular, monthly meetings. However, under extenuating circumstances a special meeting of the Commission may be called. The special meeting must nevertheless have a posted agenda and be accessible to the public. The special meeting should also be noted in the City's online event calendar.

### *C. Meeting Procedures*

Standing rules that govern the Commission and its meetings are contained in the authorizing legislation for the Commission and subsequent updates to that legislation (Ordinances 71-39, 72 35. and 83-6). Commission meetings generally adhere to the following rules:

- a) Meetings follow Robert's Rules of Order.
- b) Meeting agendas may be revised to include new discussion points, presented only by Commissioners, prior to the agenda being voted on for approval by the Commission.
- c) A period of public comment has been established at the beginning of each meeting. During this time, comment may be made on any topic. Public comment on each non-agenda item is generally limited to five minutes per person.
- d) New issues raised by Commissioners or brought to the attention of the Commission

by the general public, during the course of the meeting, may be placed on the agenda of the next regular, monthly Commission meeting.

- e) A Commissioner may also suggest agenda topics by contacting a member of the Steering Committee. During discussion at the subsequent meeting, it will be decided if the issue merits further attention by a staff member or Commissioner or if it can be resolved at the present meeting.
- f) Commission resolutions are passed by voice roll call vote. They are recorded in the minutes of the meeting and a copy will be placed in a permanent file that is maintained by the staff liaison.

*D. Electronic and Hybrid Meetings*

**ELECTRONIC MEETINGS POLICY**

Section 1.

- (a) The provisions of the Act, including definitions, apply to this resolution.
- (b) This resolution shall be known as the “Electronic Meetings Policy” and applies to the Commission and any of its committees.

Section 2.

- (a) Subject to Sections 3 and 5, any member may participate in a meeting by any electronic means of communication that:
  - (1) allows all participating members of the governing body to simultaneously communicate with each other; and
  - (2) other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.
- (b) A member who participates by an electronic means of communication may participate in final action only if the member can be seen and heard.
- (c) All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.

Section 3.

- (a) At least five (5) of EC members must be physically present at a meeting at which a member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.
- (b) A member may not attend more than a fifty percent (50%) of the meetings in a calendar year by an electronic means of communication unless the member’s electronic participation is due to:
  - (1) military service;
  - (2) illness or other medical condition;
  - (3) death of a relative; or
  - (4) an emergency involving actual or threatened injury to persons or property.

(c) A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

(d) A member who plans to attend a meeting by any electronic means of communication shall notify the presiding officer and relevant staff within two (2) days before the meeting so that arrangements may be made for the member's participation by electronic communication and so that notices may be prepared.

#### Section 4.

The memoranda and any minutes prepared for a meeting at which any member participates by electronic means of communication must:

- (1) identify each member who:
  - (A) was physically present at the meeting; and
  - (B) participated in the meeting by electronic means of communication; and
  - (C) was absent; and,
- (2) identify the electronic means of communication by which:
  - (A) members participated in the meeting; and
  - (B) members of the public attended and observed the meeting, if the meeting was not an executive session.

#### Section 5.

No member of the Commission may participate by means of electronic communication in a meeting if the Commission is attempting to take final action to:

- (1) adopt a budget;
- (2) make a reduction in personnel;
- (3) initiate a referendum;
- (4) impose or increase a fee; or
- (5) impose or increase a penalty.

#### Section 6.

In the event the governor declares a disaster emergency under IC 10-14-3-12 or the executive (as defined in IC 36-1-2-5) of a political subdivision declares a local disaster emergency under IC 10-14-3-29, the Commission may meet by any means of electronic communication if the following requirements of IC 5-14-1.5-3.7 are satisfied:

- (1) At least a quorum of the members of the Commission participate in the meeting by means of electronic communication or in person.
- (2) The public is able to simultaneously attend and observe the meeting. However, this subdivision does not apply to a meeting held in executive session.

(3) The memoranda and any minutes prepared for a meeting held under this section must:

(A) state the name of each member of the Commission who:

(i) participated in the meeting by using any electronic means of communication; and

(ii) was absent; and

(B) identify the electronic means of communication by which:

(i) members of the Commission participated in the meeting; and

(ii) members of the public attended and observed the meeting, if the meeting was not an executive session.

(4) All votes taken during a meeting under this section must be taken by roll call vote.

## Section 7.

At any meeting of the Commission where any member participates by an electronic means of communication, members of the public shall be able to attend and observe the meeting via electronic means. Subject to the Commission's rules for making public comment, members of the public may also participate in the meeting via electronic means.

## Section 8.

At any meeting of the Commission where any member participates by an electronic means of communication, staff members may also participate in the meeting via electronic means, provided there is no actual need for a staff member to be physically present at a particular meeting. Such need shall be determined in the sole discretion of the presiding officer.

### *E. Meeting Packets and Deadlines*

The meeting agenda, minutes of the previous meeting, and any additional information for the Commission's knowledge is emailed to all Commissioners during the week of the monthly meeting by the Staff Liaison. Commissioners who wish to propose additions to the agenda should do so no later than 10 days before the meeting by emailing the Staff Liaison in the Department of Planning & Transportation.

### *F. Quorum Determination*

The Chair of the Commission will determine whether there is a quorum prior to the start of the meeting. A quorum means that 50% plus one of appointed Commissioners are in attendance, with a minimum of six (6) commissioners present. No official votes may be taken unless there is quorum. A sub-committee (or working group) shall have a quorum of 50% plus one or have a minimum of two (2) commissioners present. Public notice requirements adhere to open door laws.

If quorum is not met in a reasonable time allotment, the Chair may cancel the meeting and reschedule it for a day that is sufficient with the amount of time needed for public notice,

dictated by [Indiana's Open Door Law](#) (IC 5-14-1.5).

## VI. Working Groups

### A. About Working Groups

All working groups developed by the Commission are advisory in nature. The purpose of the working groups is to investigate issues, prepare reports, and/or recommend actions to the Commission. All working group recommendations, correspondence, or public events must be approved in advance by the entire Commission.

### B. Duties of Working Group Chairs

The chair of a working group convenes meetings; sets the agenda; facilitates discussion; takes minutes or ensures that another member takes minutes; drafts committee reports and/or recommendations for submission to the full commission; submits budget requests; and reports on working group activity during the regular monthly meeting of the Commission.

Working group chairs may not enter into agreements or contracts, commit Commission funds, send correspondence, or prepare material for public consumption without approval of the full Commission. Drafts of written material and/or signage must be submitted to the Commission no later than Wednesday of the week preceding the meeting. The chair of a working group may not encumber Commission funds without prior approval from the Chair and Staff Liaison.

### C. Duties of Working Group Members

A member of a working group has the same responsibility to a Commission working group as they do to the commission as a whole. Members are required to attend all meetings. Failure to attend more than 25% of the meetings within a single calendar year will constitute resignation from a working group.

When a working group sponsors a special public event, such as *Eco-Heroes* or staffing a table at the Master Gardener Show, all members should make themselves available to help for the duration of the event.

## VII. Commission Vacancies

### A. Process

The Commission is made up of 12 members: six (6) appointed by the City Council, and six (6) appointed by the Mayor. It shall be a priority to always have 12 members on the Commission, so vacancies should be filled as soon as they open. Residents of the City of Bloomington may apply to fill a vacancy on the City website or pick up a paper application from the City Clerk's office. The City Council or Mayor evaluates applicants and conducts an interview before determining

whether they are qualified to serve on the Commission.

*B. Identification of Qualified Candidates and Recruitment by Commissioners*

Commissioners are also encouraged to identify qualified candidates through recruitment. Commissioners should direct qualified candidates to the City website to apply.

*C. Orientation of New Commissioners*

There is no formal orientation process for new Commissioners. However, new Commissioners may meet with the Staff Liaison to review processes and history of the EC. Additionally, there are several resources that new Commissioners may use to familiarize themselves with the work of the Commission. These include:

- a) This handbook.
- b) The Commission's website, at [bloomington.in.gov/boards/environment](http://bloomington.in.gov/boards/environment), which contains information about the Commission and a selection of its publications.
- c) The Unified Development Ordinance (UDO) of the City of Bloomington, accessible as Title 20 of the Bloomington Municipal Code at [bloomington.in.gov/planning/udo](http://bloomington.in.gov/planning/udo). The UDO contains all land use and development regulations of the City.
- d) The 2018 Comprehensive Plan found at <https://bloomington.in.gov/planning/comprehensive-plan>.
- e) The [Bloomington Environmental Action Plan \(BEAP\)](#). The BEAP is the Commission's long-range strategic plan to mitigate the effects of climate change and reduce the city's level of greenhouse gas emissions. It's the culmination of several years of work by members of the Commission and other interested stakeholders in the community. It's available on the Commission's website, under "Reports."
- f) Other boards and commissions of the City of Bloomington, which may be found at [bloomington.in.gov/boards](http://bloomington.in.gov/boards).
- g) A list of current commissioners and their contact information, accessible from the Staff Liaison.

## **VIII. Commissioner Resignation**

*A. Process*

In the event that a Commissioner is unable or unwilling to fulfill their duties on the Commission, they may resign before the end of their term. The Commissioner must submit to the Planning & Transportation Staff Liaison a short letter of resignation that includes (1) their intent to resign, (2) the effective date of their resignation, and (3) their current address. This may be written in the form of an email.

## **IX. Role of Department and Commission Staff**

### *A. Role of Department of Planning & Transportation*

Selected staff of the Department of Planning & Transportation provide support services to the Commission. The Senior Environmental Planner serves as a liaison between the Department and the Commission.

## **X. Relationships with Other Commissions and Organizations**

### *A. Formal and Informal Links with Environmental Organizations and Other Boards and Commissions*

The Commission maintains both formal and informal links with many other environmentally related organizations in the City of Bloomington. The Commission retains standing positions to the Tree Commission, the Bloomington/Monroe County Metropolitan Planning Organization Citizen Advisory Committee, and the Parks Department's Environmental Resources Advisory Committee. The Commission may also be asked for recommendations for appointment by committees such as the Environmental Resources Advisory Committee (ERAC). In addition, the Commission has historically maintained informal links with several other organizations, including the Monroe County Solid Waste Management District (MCSWMD), the Bloomington Commission on Sustainability (BCOS), the Deer Task Force and the Bloomington Parks Board.

## **XI. Design Standards for Commission Publications and Correspondence**

### *A. Standardized Template for Outreach Materials and Publications*

To create uniformity and increase recognition, the EC is encouraged to use standardized templates for its correspondence, outreach materials, and reports. Standard elements will include a signature typeface, Trebuchet MS, and a limited color palette of "city blue" and a warm green called "peppermint leaf green" (chip on file; RGB: 41, 144, 53) for the contrast elements in its reports and outreach materials. The EC is encouraged to follow digital accessibility guidelines as outlined by the City of Bloomington Information and Technology Services Department.

## **XII. Communication with City Council and the Mayor**

### *A. Recommendations to City Council and the Mayor*

From time to time, the Commission prepares reports and materials that could be of interest to

the City Council and/or the Mayor. These often include making recommendations, e.g., for a change in City policy or procedure. These recommendations should be presented in a professional format to the City Council and/or the Mayor, which could include a report with a cover letter or a presentation at a public meeting.

*B. Annual Reports*

At the end of every year, the Chair of the Commission is responsible for submitting an Annual Report to the Mayor and City Council. This annual report should consist of summaries of the Commission's activities and projects over the past year. To aid in the production of the Annual Report, working group chairs should submit to the Chair of the Commission a short summary of their working group's activities over the past year, no later than December.

### XIII. Legislation and Lobbying

*A. Obtaining Legislative Position Information from City Council*

Information about legislative positions of the City Council and other important information regarding Council meetings may be found in the *Legislative Packets* distributed weekly and available on the Council's webpage, [www.bloomington.in.gov/council](http://www.bloomington.in.gov/council), under the Council Meetings section. Archived meeting minutes are also available at [www.bloomington.in.gov/council/meetings](http://www.bloomington.in.gov/council/meetings).

*B. Recommending a Position of Commission Interest*

The City Council generally meets on a Wednesday at 6:30 PM in the Council Chambers of City Hall. On occasion, the Council may be discussing legislation of interest to the Commission; e.g., debating whether to approve a Planned Unit Development (PUD) in an environmentally sensitive area. In such cases, Commissioners are encouraged to voice their opinions: this could be in the form of (1) presenting a personal position during the "public comment" period, (2) presenting a Commission position during the "presentations from boards and commissions period," so long as the position has been voted on and approved by a majority of the Commission, or (3) drafting a letter to the Council from the Commission, so long as the letter has been voted on and approved by a majority of the Commission.

Commission positions may also be recommended to other legislative bodies or organizations of interest, such as the Indiana state legislature. Again, any position from the Commission as a whole, regardless of audience, must be voted on and approved by a majority of the Commission.

*C. Lobbying*

On certain occasions, the Commission may decide to lobby in support of or against a particular issue or piece of legislation that could have an impact within our jurisdiction; e.g., in support

of a City of Bloomington ordinance requiring recycling at multi-family apartment buildings or against a State of Indiana bill to reduce regulation of logging on private property. When an individual Commissioner wishes to lobby on behalf of the Commission, the action must be voted on and approved by a majority of the Commission.

#### **XIV. Miscellaneous**

##### *A. Commission Webpage*

The Commission retains a webpage through the City of Bloomington website. It can be accessed at [www.bloomington.in.gov/boards/environment](http://www.bloomington.in.gov/boards/environment).

##### *B. The History of the Environmental Commission*

The EC was established in 1971 by municipal ordinance as the Environmental Quality and Conservation Commission and has evolved into the Environmental Commission. A comprehensive history of the EC may be found on the Commission's webpage.



Rachael Johnson &lt;rachael.johnson@bloomington.in.gov&gt;

## Monroe County Garden Fair

1 message

**Mary Cusack** <mastergardenermaryc@gmail.com>  
To: Mary Cusack <mastergardenerMaryC@gmail.com>  
Bcc: environment@bloomington.in.gov

Sat, Jan 3, 2026 at 12:16 PM

Now accepting applications for our  
*Monroe County Master Gardener Garden Fair*

**When:** Saturday, April 11, 2026

**Where:** Switchyard Pavilion - Bloomington IN

**Times:** 9am - 4pm on Saturday

**Set up times:** Fri - 4pm - 8pm ~ Sat 7am - 8:30am

Last year's **attendance:** 1800+

**Costs:** Indoors 10x10 = \$125 - double space = \$245

Outdoors: 10' space = \$95 **rain or shine**

Non-profit: 5' space = \$50

Indoor and outdoor spaces available.

Spaces are limited.

Electricity available upon request (no extra fee).

Click [HERE](#) for application, payment, and further information about the garden fair.

Text me with further questions!

Mary

*Mary Cusack - ex officio member  
Monroe County Master Gardener Association*

**Master Gardener** information: [www.mcmga.net](http://www.mcmga.net)  
[mastergardenerMaryC@gmail.com](mailto:mastergardenerMaryC@gmail.com)  
[www.mcmga.net](http://www.mcmga.net)

**913-226-3416 - cell (please leave a message)**



## Community Grant Program

### **Introduction:**

The mission of the Waste Reduction District of Monroe County (“District”) is:

“To promote and contribute to long-term sustainability and a healthier environment by reducing the amount of waste going to final disposal. We recognize that waste reduction plays an important role in mitigating climate change and improving environmental quality, and we place our mission in this global and local context.”

In pursuit of this mission, the District has implemented programs and services to provide residents with alternatives to final disposal, and proper disposal options for household hazardous waste. Additionally, the District provides education to Monroe County residents on waste reduction, reuse, recycling and proper disposal of their residential waste. Through education and programming, the District enables residents to be responsible stewards of the environment while preserving the public health in and around Monroe County.

To supplement these efforts, the District is pleased to offer a community grant to help conserve natural resources, decrease dependence on disposal, demonstrate the importance of sustainability, and generally promote improvements in the health and welfare of the residents of Monroe County.

### **Eligibility:**

All non-profit organizations, schools, libraries, civic organizations, clubs, and businesses operating within Monroe County, Indiana are eligible to apply. All funded activities must take place within Monroe County, Indiana. All proposed projects intended to utilize grant funds must comply with IC 13-21-3-12(a)(23).

Grant applications submitted by an organization for a project for which the organization has previously been awarded grant funds, will only be considered if grant funds are still available after considering all other applications received.

An entity that has previously received a grant from this program must have fulfilled all commitments related to the previous grant before it will be considered for an additional grant.

### **Project Guidelines:**

Applicants may apply for a grant up to the maximum value established in the annual *Grant Application* form. Preference will be given to innovative solid waste reduction, reuse, or recycling programs that can serve as models to other communities and institutions in Monroe County. Proposals may include, but are not limited to, projects related to new or expanded recycling programs, food waste diversion initiatives, environmental education programs, waste related public outreach initiatives, and recycled content purchasing initiatives. **Grant funds may not be used for payment of waste disposal or recycling services (i.e. hauling services for waste/recyclables, disposal/recycling fees), advertising, installation services, or administrative expenses.** If infrastructure items are to be purchased with grant funds, a District decal, must be affixed.

All grant awards are subject to the following requirements:

- A Form W-9, in the name of the organization submitting the grant application, must be provided to the District.
- Project expenses must be completed and submitted to the District for reimbursement by December 1<sup>st</sup> of the calendar year for which the grant was awarded.
- All grant funds will be paid to the organization, not to an individual.
- Applicants must identify a Project Liaison on the *Grant Application*, who will serve as the primary point of contact for the District throughout the grant term.

The following is a list of sample projects that may be considered for the District Community Grant Program. The list is not exclusive, and serves only to provide applicants with ideas on which to build upon.

- Purchase permanent bins for recycling
- Purchase of recycled content playground, park, or trail equipment and accessories
- Purchase of composting equipment and accessories
- Purchase of proper disposal containers (i.e. cigarette butt or pet waste containers)
- Funding for environmental education and outreach activities

## Grant Review Process:

Each grant application will be reviewed by the District's Citizens Advisory Committee ("CAC"), District staff, and, if deemed necessary and appropriate, District legal counsel. The CAC, with input from the staff, will forward recommendations to the District's Board of Directors ("Board"). The Board will then determine which project(s) are most worthy of the funding based on the predetermined selection criteria listed on the application. The Board's decision whether to grant funds at any time are subject to the sole discretion of the Board, regardless of the merit of any pending applications, and any solicitation by the District of applications under the Community Grant Program does not bind the District to provide funding to any project(s).

The applicant's compliance record with any and all regulatory and/or oversight agencies having jurisdiction may be considered as part of the review process.

### **Application Process & Timeline:**

Interested parties must complete a “Community Grant Program Application” for the current grant period and submit the completed application, along with any supporting documentation, to the District via:

Electronically: [tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org)  
Include the subject line: GRANT APPLICATION

Mail or Hand Delivery: Waste Reduction District of Monroe County  
3400 S. Walnut Street  
Bloomington, IN 47401

Application Deadline: Will be determined for each grant period prior to application period

Applications will be considered at a District Board of Directors meeting on the date identified each year on the Community Grant Program Application. Applicants are not required to attend

the Board meeting for consideration; however, District Board meetings are open to the public, and the public is always welcome to attend.

**Implementation of Selected Grant Projects:**

Upon selection, all grantees will receive an award letter that will give additional information regarding the awarded grant funds. The award letter will include such information as the monetary value, the steps on how to obtain funds, and the requirements of proof regarding implementation of the grant funds. The Board may place constraints and stipulations on the project, which, if necessary, shall be specified in the Grant Agreement. For example, the Board may require various forms of recognition for its financial support or suggest additional educational items to be included within the grant project (i.e. signage).

At any time during the grant term, the Grantee may be requested to appear before the Board to describe the progress of the project. Upon completion of the project, the Grantee will be required to submit a final report to the District outlining the expenses paid for with grant funds, documenting the implementation of the project, and providing a statement of the impact the project has had to date and is projected to have after the grant term expires. At the discretion of the Board, Grantee may be required to present their final report at a regularly scheduled Board meeting.